

# TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904  
Telephone: (207) 475-1329 Fax: (207) 439-6806

November 10, 2014

Council Chambers

Kittery Town Council  
Regular Meeting  
7:00 p.m.

1. Call to Order
2. Introductory
3. Pledge of Allegiance
4. Oath of Office to Newly Elected Officials
5. Roll Call
6. The Kittery Town Council moves to elect a Chairperson for the ensuing year.
7. The Kittery Town Council moves to elect a Vice-Chairperson for the ensuing year.
8. Agenda Amendment and Adoption
9. Town Manager's Report
10. Acceptance of Previous Minutes – 10/27/14
11. Interviews for the Board of Appeals and Planning Board
12. All items involving the town attorney, town engineers, town employees or other town consultants or requested officials.
13. PUBLIC HEARINGS
  - a. (110214-1) The Kittery Town Council moves hold a public hearing on the transfer of \$12,500 from unencumbered surplus, authorized by the voters on June 10, 2014, for the purpose of matching \$12,500 in private donations for the preparation of a master plan for the town's athletics fields.
  - b. (110214-2) The Kittery Town Council moves to hold a public hearing to adopt as an emergency ordinance, pursuant to Section 2.15 of the Town Charter, an amendment to Chapter 4.2.3 of the Kittery Town Code, Procedures for Council Appointments.
  - c. (110214-3) The Kittery Town Council moves hold a public hearing on a proposed amendment to Chapter 4.2.3 of the Kittery Town Code, Procedures for Council Appointments.

d. (1101214-4) The Kittery Town Council moves to hold a public hearing on a proposed amendment to Chapter 3.2.10 of the Kittery Town Code, Disposal of Property.

#### 14. DISCUSSION

- a. Discussion by members of the public (three minutes per person)
- b. Response to public comment directed to a particular Councilor
- c. Chairperson's response to public comments

#### 15. UNFINISHED BUSINESS

a. (100214-6) The Kittery Town Council moves to appoint Kenneth Lemont to the Port Authority for a term to expire on August 31, 2019.

b. (100114-17) The Kittery Town Council moves to appoint a representative to interview Robert D. Harris, Sr., for his appointment to the Personnel Board until \_\_\_\_\_ 2017.

c. (100114-18) The Kittery Town Council moves to appoint a representative to interview John J. Delio for his appointment to the Personnel Board until \_\_\_\_\_ 2016.

d. (100114-19) The Kittery Town Council moves to appoint a representative to interview Paul E. Lucy, for his appointment to the Personnel Board until \_\_\_\_\_ 2016.

#### 16. NEW BUSINESS

- a. Donations/gifts received for Council disposition

(110214-5) The Kittery Town Council moves to accept the gift of a thermal imager to the Fire Department from the Kittery Fire Association.

b. (110214-6) The Kittery Town Council moves to determine an alternate interview protocol for items 15 a, b and c.

c. (110214-7) The Kittery Town Council moves to adopt its current rules for the ensuing year.

d. (110214-8) The Kittery Town Council moves to appoint Council members to On-going, Standing, Ad hoc and Council Committees.

e. (110214-9) The Kittery Town Council moves to approve the disbursement warrants.

f. (110214- 10) The Kittery Town Council moves to appoint a representative to meet with the Chair of the Port Authority to interview Daniel Ford for his appointment to that board until 8/31/2019 (filling the vacancy of Barry Bush or any other position that is open).

g. (110214-11) The Kittery Town Council moves to schedule a public hearing on proposed amendments to the fee schedule at Fort Foster.

h. (110214-12) The Kittery Town Council moves to set the Town Manager's salary, effective November 12, 2014, be set at \$106,575.

i. (110214-13) The Kittery Town Council moves to authorize the Town Manager to close departments with the exception of essential personnel, the day after Thanksgiving, November 28, 2014, with the understanding that employees will use their personal accumulated time.

j. (110214-14) The Kittery Town Council moves to appoint a representative to meet with the Chair of the CIP Committee to interview Chris Perkins for his re-appointment to that committee until 12/8/17.

17. COUNCILOR ISSUES OR COMMENT

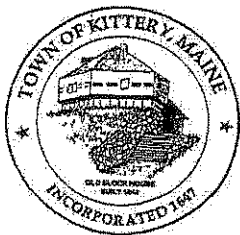
18. COMMITTEE AND OTHER REPORTS

- a. Communications from the Chairperson
- b. Committee Reports

19. EXECUTIVE SESSION:

20. ADJOURNMENT

Posted: November 6, 2014



# TOWN OF KITTERY

Office of the Town Manager

200 Rogers Road, Kittery, ME 03904

Telephone: 207-475-1329 Fax: 207-439-6806

[ncolbertpuff@kitteryme.org](mailto:ncolbertpuff@kitteryme.org)

Nancy Colbert Puff  
Town Manager

## Town Manager's Report to the Town Council November 10, 2014

1. **Air Traffic Noise Complaints** – A reminder – a Council representative has been invited to attend a regional workgroup on the issue of air traffic noise. The first meeting is scheduled for November 20<sup>th</sup> at 6pm.
2. **Bowen Road Right of Way (ROW) to the Water** – I continue to gather information on this item and expect to present my findings before Council at its November 24<sup>th</sup> meeting.
3. **Athletic Field Master Plan Request for Proposals** – In light of the quick approach of the budget (and associated capital improvement program) season, I have released an RFP for interested and qualified firms to respond to our potential (subject to appropriation) need for consulting assistance.
4. **Assistant Town Clerk Openings** – We received over 60 responses to these vacancies and have conducted second interviews. We have hired two well-qualified, customer service professionals to fill these positions – they will both start next Wednesday.
5. **Port Authority** – I met with the Port Authority on November 5<sup>th</sup> to assist them as they work to fulfill the Council's request to conduct a self-assessment.
6. **Maine DOT Review of Urban Compact** - DPW Commissioner Norm Albert and I have been meeting with Maine DOT to review the Town's roadways that are contained within the urban compact. DOT is conducting a similar review with the Town of York as well. It appears that DOT now considers all of Kittery's roads to fall under the defined boundary of the urban compact – and as a result, proposes to turn over regular maintenance of these areas to the Town. These areas include: Route 1 north from Wilson Road to the York boundary, Dennett Road (Route 103) from the Route 1 overpass to the Eliot boundary, and most significantly, the Route 1 Bypass, including the Sarah Mildred Long Bridge. The latter may add approximately 20 lane miles to our winter maintenance operations.

As part of this review, it seems likely that we will be eligible to add road mileage to the street inventory that DOT bases its Local Road Assistance Program (LRAP), but as of July 1, 2013, the level of funding for this program was changed from a fixed amount to a fluctuating one, based upon DOT's Highway Fund revenues. As a result, there is no guaranty that funding assistance will equal recommended per-lane-mile levels.

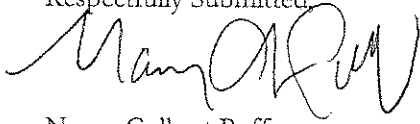
7. **Assessing Services** – As described in the FY 15 budget narrative, I am beginning an evaluation as to how we might improve upon the cost efficiency of our assessing services. I

will be meeting with staff to discuss alternatives to our current service delivery, but will also be releasing an RFP to solicit ideas and cost estimates for consulting services to fulfill this function. We anticipate our Assessor will retire this winter.

8. **Volunteers Needed** – The Town continues to need dedicated volunteers to populate its Board and Commissions. Please take a look at the Town's web site to learn more, and consider filling out an application available on the Town Clerk's web page (also available in person from the Town Clerk).
9. **Training** – the Finance Director and I will be attending training in Augusta on Thursday November 13<sup>th</sup> for Tax Collectors and Treasurers.

As always, if you have any questions or concerns prior to Monday's evening's meeting, please do not hesitate to contact me. Thank you.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Nancy Colbert Puff", written over a horizontal line.

Nancy Colbert Puff

# UNAPPROVED MINUTES

## KITTERY TOWN COUNCIL

October 27, 2014

COUNCIL CHAMBERS

1. Call to Order

Chairperson Thomson called the meeting to order at 7:00 P.M.

2. Introductory

Chairperson Thomson read the introductory.

3. Pledge of Allegiance

Chairperson Thomson led those present in the Pledge of Allegiance.

4. Roll Call

Answering the roll were Chairperson Jeffrey Thomson, Councilors Russell White, Frank Dennett, Chuck Denault, Jeffrey Pelletier, Judy Spiller and Jeffrey Brake.

5. Agenda Amendment and Adoption –

The agenda was accepted as presented.

6. Town Manager's Report –

Town Manager Puff stated that the Town of Eliot had asked to reconfigure pump station number 7. She continued that they had an estimate of 1.9 million dollars which had been conveyed to Eliot.

Town Manager Puff indicated they had been receiving complaints of the helicopter noise and informed residents that they could file a complaint on the Pease website or at (603) 436-6333.

Town Manager Puff noted they had received Phase 4 funding for the Spruce Creek Watershed project in an amount of \$59,000.

Town Manager Puff stated that the Sewer Department would be working in the Foreside over the next month.

Town Manager Puff indicated that there was an issue with a right of way on Bowen Road which would be coming before Council for a disposition in the near future.

Chairperson Thomson stated that there was going to be a meeting in Portsmouth on November 20 at 6:00 P.M. on the helicopter noise.

## UNAPPROVED MINUTES

29 7. Acceptance of Previous Minutes - None

30 8. Interviews for the Board of Appeals – None

31 9. All items involving the town attorney, town engineers, town employees or other town  
32 consultants or requested officials – None

33 10. PUBLIC HEARINGS - None

34 11. Discussion

35 a. Discussion by members of the public

36 Donna Jean Higgins came to the podium and indicated that she lived at 5 Bowen Road.  
37 She continued that a landscaper had cut a 10 foot path into the shoreline buffer zone which was  
38 in violation of the town ordinance. Ms. Higgins noted that protection of the shoreline was vital  
39 to the environment and public citizens were not allowed to make any changes to town property.

40 Donna Ruddy came to the podium and stated that she lived at 15 Bowen Road and was an  
41 abutter to the right of way. She continued that she agreed with Ms. Higgins and that she was  
42 horrified to see the entire buffer zone cut down. Ms. Ruddy stated that the citizen did not seek  
43 approval for the changes and he should face a fine and pay to replace the vegetation in the buffer  
44 zone.

45 Suzanne Johnson came to the podium and stated that the Adult Education program did  
46 not support low income people. She continued that she thought that they needed to be  
47 encouraged to have low income people in the program as many other communities do. Ms.  
48 Johnson then stated that she had attended the Kittery Foreside meeting and noted that she did not  
49 think that Kittery should become a destination for hunters. She continued that she had also tried  
50 to submit artwork to the KCC for display but was told that she would have to submit it online  
51 and then it would be judged to see if it was acceptable or not.

52 b. Response to public comment directed at a particular Councilor

53 c. Chairperson's response to public comments

54 Chairperson Thomson stated relative to the Bowen Road issue, that the manager was  
55 developing a strategy to deal with the issue.

56 Chairperson Thomson noted that hunting was not allowed anywhere in the Foreside area.  
57 He continued that York Hospital provided some scholarship funds to the Rec Department and  
58 that could be looked into to broaden to Adult Ed. He stated that the KCC did have a policy for  
59 vetting artwork to make sure that it was appropriate.

UNAPPROVED MINUTES

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61 12. UNFINISHED BUSINESS –

62 a. (100114-2) The Kittery Town Council moves to ordain, pursuant to Section 6.09.1 of  
63 the Town Charter, for a supplemental appropriation in the amount of \$12,500 for the purpose of  
64 matching private donations to fund the preparation of a master plan for the town's athletic field.

65 Chairperson Thomson stated that there was currently a motion on the floor but new  
66 information had been brought forward in the interim which would have the issue go in a different  
67 direction.

68 **CHAIRPERSON THOMSON MOVED TO POSTPONE THE ITEM**  
69 **INDEFINITELY, SECONDED BY COUNCILOR PELLETIER.**

70 **A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR. MOTION PASSES**  
71 **7/0.**

72 13. NEW BUSINESS

73 a. Donations/gifts received for Council disposition - none

74 **COUNCILOR SPILLER MOVED TO ACCEPT A DONATION FROM BOB'S**  
75 **CLAM HUT IN THE AMOUNT OF \$500 TO THE KCC, SECONDED BY COUNCILOR**  
76 **BRAKE WITH ALL IN FAVOR.**

77 b. (100214-1) The Kittery Town Council moves to approve the disbursement warrants.

78 **COUNCILOR PELLETIER MOVED TO APPROVE THE DISBURSEMENT**  
79 **WARRANTS, SECONDED BY COUNCILOR DENAULT WITH ALL IN FAVOR.**

80 c. (100214-3) The Kittery Town Council moves to set the date of November 10, 2014 for  
81 a public hearing for the transfer of \$12,500 from unencumbered surplus, authorized by the voters  
82 on June 10, 2014, for the purpose of matching \$12,500 in private donations for the preparations  
83 of a master plan for the town's athletic fields.

84 **COUNCILOR PELLETIER MOVED TO SET THE DATE OF NOVEMBER 10,**  
85 **2014 FOR A PUBLIC HEARING FOR THE TRANSFER OF \$12,500 FROM**  
86 **UNENCUMBERED SURPLUS, AUTHORIZED BY THE VOTERS ON JUNE 10, 2014,**  
87 **FOR THE PURPOSE OF MATCHING \$12,500 IN PRIVATE DONATIONS FOR THE**  
88 **PREPARATIONS OF A MASTER PLAN FOR THE TOWN'S ATHLETIC FIELDS,**  
89 **SECONDED BY COUNCILOR WHITE WITH ALL IN FAVOR.**



## UNAPPROVED MINUTES

d. (100214-4) The Kittery Town Council moves to set the date of November 10, 2014 for a public hearing regarding adoption as an emergency ordinance, pursuant to Section 2.15 of the Town Charter, an amendment to Chapter 4.2.3 of the Town Code, Procedures for Council Appointments.

**COUNCILOR DENNETT MOVED TO SET THE DATE OF NOVEMBER 10, 2014 FOR A PUBLIC HEARING REGARDING ADOPTION AS AN EMERGENCY ORDINANCE, PURSUANT TO SECTION 2.15 OF THE TOWN CHARTER, AN AMENDMENT TO CHAPTER 4.2.3 OF THE TOWN CODE, PROCEDURES FOR COUNCIL APPOINTMENTS, SECONDED BY COUNCILOR WHITE WITH ALL IN FAVOR.**

e. (100214-5) The Kittery Town Council moves to set the date of November 10, 2014 for a public hearing on a proposed amendment to Chapter 4.2.3 of the Town Code, Procedures for Council Appointments.

**COUNCILOR DENNETT MOVED TO SET THE DATE OF NOVEMBER 10, 2014 FOR A PUBLIC HEARING ON A PROPOSED AMENDMENT TO CHAPTER 4.2.3 OF THE TOWN CODE, PROCEDURES FOR COUNCIL APPOINTMENTS, SECONDED BY COUNCILOR DENAULT WITH ALL IN FAVOR.**

f. (100214-6) The Kittery Town Council moves to set the date of November 10, 2014 for a public hearing on a proposed amendment to Chapter 3.2.10 of the Town Code, Disposal of Property.

**COUNCILOR DENNETT MOVED TO SET THE DATE OF NOVEMBER 10, 2014 FOR A PUBLIC HEARING ON A PROPOSED AMENDMENT TO CHAPTER 3.2.10 OF THE TOWN CODE, DISPOSAL OF PROPERTY, SECONDED BY COUNCILOR WHITE WITH ALL IN FAVOR.**

g. (100214-7) The Kittery Town Council moves to appoint Kenneth Lemont to the Port Authority for a term to expire on August 31, 2018.

**COUNCILOR PELLETIER MOVED TO APPOINT KENNETH LEMONT TO THE PORT AUTHORITY FOR A TERM TO EXPIRE ON AUGUST 31, 2018, SECONDED BY COUNCILOR BRAKE.**

Councilor Dennett indicated that Mr. Lemont was a candidate for Council as well and he could only be on one board at a time. He continued he thought they should take action on this item at the next meeting, after the election.

**COUNCILOR DENNETT MOVED TO POSTPONE ACTION UNTIL 11/10/14, SECONDED BY COUNCILOR SPILLER.**

UNAPPROVED MINUTES

**A ROLL CALL VOTE WAS TAKEN WITH COUNCILOR DENAULT, COUNCILOR PELLETIER AND COUNCILOR BRAKE OPPOSED. MOTION PASSES 4/3.**

h. (100214-8) The Kittery Town Council moves to appoint Ken Linscott to the Personnel Board for a term to expire on June 31, 2017.

**COUNCILOR PELLETIER MOVED TO WAIVE COUNCIL RULES AND REAPPOINT, WITHOUT THE BENEFIT OF AN INTERVIEW AND PURSUANT TO SECTION 4.2.3.8, KEN LINSOTT TO THE PERSONNEL BOARD FOR A TERM TO EXPIRE ON JUNE 31, 2017, SECONDED BY COUNCILOR WHITE.**

**A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR. MOTION PASSES 7/0.**

i. (100214-9) The Kittery Town Council moves to schedule a public hearing on amendments to the Kittery Town Code, Chapter 10.2, Stop Intersections Designated, 10.2.2.1 – On Public Ways.

**CHAIRPERSON THOMSON MOVED TO SCHEDULE A PUBLIC HEARING ON NOVEMBER 24, 2014, RELATIVE TO AMENDMENTS TO THE KITTEY TOWN CODE, CHAPTER 10.2, STOP INTERSECTIONS DESIGNATED, 10.2.2.1 – ON PUBLIC WAYS, SECONDED BY COUNCIL PELLETIER WITH ALL IN FAVOR.**

**14. COUNCILOR ISSUE OR COMMENT**

Councilor Spiller stated that she thought Council needed to look more closely at the transfer station's operations at the transfer station to see how they could make more money.

Councilor Denault asked why the vacancies on various boards in town were not being filled. Town Manager Puff responded that there was a procedure in place where residents would indicate their preference as to which board they wanted to apply for and had to choose. She continued that on most boards, the applicants needed to be interviewed at the same time. Councilor Denault stated that he thought that the applications needed to be reviewed.

**15. COMMITTEE AND OTHER REPORTS**

**a. Communications from the Chairperson –**

Councilor Thomson stated there was a Special Meeting scheduled for the following Monday for the Town Manager's review and a workshop with the Parks Commission relative to a management plan.

## UNAPPROVED MINUTES

155           Chairperson Thomson indicated that the November 10<sup>th</sup> Council meeting would be the  
156           organizational meeting for the new Council.

157           Chairperson Thomson noted that the town appropriated approximately \$4000 for public  
158           notices for public hearings. He continued he thought they might be able to review the Charter to  
159           see if there was a more cost effective way to announce the public hearings while spending less  
160           money.

161           b. Committee Reports – None

162    16.   EXECUTIVE SESSION – None

163    17.   ADJOURNMENT

164           **COUNCILOR SPILLER MOVED TO ADJOURN, SECONDED BY COUNCILOR**  
165           **DENAULT WITH ALL IN FAVOR. MEETING ADJOURNED AT 8:17 P.M.**

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## Kittery Sports Participation by Teams

Department	Sport	# of Teams	# of Players
Traip Academy	Boys Soccer	2	24
	Girls Soccer	2	30
	Varsity Football	1	25
	JV Football	1	13
	Varsity Field Hockey	1	22
	JV Field Hockey	1	12
	Boys Track	1	45
	Girls Track	1	
	Varsity Softball	1	20
	Varsity Baseball	1	18
	JV Baseball	1	15
Shapleigh	Boys soccer	1	18
	Girls soccer	1	18
	Field Hockey	1	18
	Boys Track	1	45
	Girls Track	1	
Rec Department	Rec Soccer	17	188
	Youth Football	0	0
	Youth Lacrosse	1	16
	Rec T-Ball	4	41
Travel	Soccer (all ages)	12	168
Little League	Coach Pitch	6	56
	Softball	5	55
	Baseball	7	81
Babe Ruth	Baseball	1	16
Total		71	944

\*all participation figures are for 2014

Kitley Sports Participation by Field and Teams

Shanleigh Upper Field		Shanleigh Lower Field		Training Field		Empty Field		Memorial Field		Pilot Field	
P M L T	Table Day Soccer games: 2 teams Table Day Soccer games: 1 team Shanleigh Boys and Girls Soccer games: 1 team Kitley Travel U12 and below Soccer: 3 teams	Kitley Free Soccer: 17 teams Shanleigh Free Soccer: 1 team Table Day Soccer: 1 team Kitley Travel Soccer: 1 team	Kitley Free Soccer: 17 teams Shanleigh Free Soccer: 1 team Table Day Soccer: 1 team Kitley Travel Soccer: 1 team	Kitley Free Soccer: 17 teams Shanleigh Free Soccer: 1 team Table Day Soccer: 1 team Kitley Travel Soccer: 1 team	Kitley Free Soccer: 17 teams Shanleigh Free Soccer: 1 team Table Day Soccer: 1 team Kitley Travel Soccer: 1 team	Kitley Free Soccer: 17 teams Shanleigh Free Soccer: 1 team Table Day Soccer: 1 team Kitley Travel Soccer: 1 team	Kitley Free Soccer: 17 teams Shanleigh Free Soccer: 1 team Table Day Soccer: 1 team Kitley Travel Soccer: 1 team	Kitley Free Soccer: 17 teams Shanleigh Free Soccer: 1 team Table Day Soccer: 1 team Kitley Travel Soccer: 1 team	Kitley Free Soccer: 17 teams Shanleigh Free Soccer: 1 team Table Day Soccer: 1 team Kitley Travel Soccer: 1 team	Kitley Free Soccer: 17 teams Shanleigh Free Soccer: 1 team Table Day Soccer: 1 team Kitley Travel Soccer: 1 team	Kitley Free Soccer: 17 teams Shanleigh Free Soccer: 1 team Table Day Soccer: 1 team Kitley Travel Soccer: 1 team
S P R I M C	Table Day Soccer games: 2 teams Table Day Soccer games: 1 team Shanleigh Boys and Girls Soccer games: 1 team Kitley Travel U12 and below Soccer: 3 teams	Kitley Free Soccer: 17 teams Shanleigh Free Soccer: 1 team Table Day Soccer: 1 team Kitley Travel Soccer: 1 team	Kitley Free Soccer: 17 teams Shanleigh Free Soccer: 1 team Table Day Soccer: 1 team Kitley Travel Soccer: 1 team	Kitley Free Soccer: 17 teams Shanleigh Free Soccer: 1 team Table Day Soccer: 1 team Kitley Travel Soccer: 1 team	Kitley Free Soccer: 17 teams Shanleigh Free Soccer: 1 team Table Day Soccer: 1 team Kitley Travel Soccer: 1 team	Kitley Free Soccer: 17 teams Shanleigh Free Soccer: 1 team Table Day Soccer: 1 team Kitley Travel Soccer: 1 team	Kitley Free Soccer: 17 teams Shanleigh Free Soccer: 1 team Table Day Soccer: 1 team Kitley Travel Soccer: 1 team	Kitley Free Soccer: 17 teams Shanleigh Free Soccer: 1 team Table Day Soccer: 1 team Kitley Travel Soccer: 1 team	Kitley Free Soccer: 17 teams Shanleigh Free Soccer: 1 team Table Day Soccer: 1 team Kitley Travel Soccer: 1 team	Kitley Free Soccer: 17 teams Shanleigh Free Soccer: 1 team Table Day Soccer: 1 team Kitley Travel Soccer: 1 team	Kitley Free Soccer: 17 teams Shanleigh Free Soccer: 1 team Table Day Soccer: 1 team Kitley Travel Soccer: 1 team

Participation Statistics from 2010 to 2014:  
Net Soccer: 16 weeks since 2010  
Kitley Youth Football: 20% increase in 2011 (94 teams in 2010)  
Kitley Youth Football: 20% increase in 2012 (94 teams in 2011)  
Kitley Youth Football: 20% increase in 2013 (94 teams in 2012)  
Kitley Youth Football: 20% increase in 2014 (94 teams in 2013)  
Kitley Youth Football: 20% increase in 2015 (94 teams in 2014)  
Kitley Youth Football: 20% increase in 2016 (94 teams in 2015)  
Kitley Youth Football: 20% increase in 2017 (94 teams in 2016)  
Kitley Youth Football: 20% increase in 2018 (94 teams in 2017)  
Kitley Youth Football: 20% increase in 2019 (94 teams in 2018)  
Kitley Youth Football: 20% increase in 2020 (94 teams in 2019)  
Kitley Youth Football: 20% increase in 2021 (94 teams in 2020)  
Kitley Youth Football: 20% increase in 2022 (94 teams in 2021)  
Kitley Youth Football: 20% increase in 2023 (94 teams in 2022)  
Kitley Youth Football: 20% increase in 2024 (94 teams in 2023)  
Kitley Youth Football: 20% increase in 2025 (94 teams in 2024)  
Kitley Youth Football: 20% increase in 2026 (94 teams in 2025)  
Kitley Youth Football: 20% increase in 2027 (94 teams in 2026)  
Kitley Youth Football: 20% increase in 2028 (94 teams in 2027)  
Kitley Youth Football: 20% increase in 2029 (94 teams in 2028)  
Kitley Youth Football: 20% increase in 2030 (94 teams in 2029)

**Title 4 BOARDS, COMMISSIONS and COMMITTEES****4.2.3 Procedures.**

To achieve these goals, the following procedures for the selection of Board members are adopted:

- A. A pool of applicants will be maintained by the Town Clerk.
- B. Volunteers must complete an application indicating on which Boards they wish to serve and in which order of preference. Applicants will be listed in order of precedence set by the date-time of receipt of the completed application by the Town Clerk.
- C. A member whose term is expiring is given consideration for reappointment first, subject to term limitations for the position, if any. Alternates or associates on a Board will be given first consideration for appointment when an opening occurs, in order of length of service.
- D. Pool applicants will be polled for interest for an interview when an opening occurs in order of listing precedence. Those refusing may opt to remain on the list and will be placed back on the list as of the date of refusal.
- E. Council may waive the interview requirement for reappointments; alternates applying for full membership; and full members applying for alternate status
- F. With the exception of the Planning Board and Board of Appeals, eligible applicants are interviewed for a specific Board appointment prior to consideration by the full Council..
  - 1. The interview is conducted by the Chairperson (or designated permanent member) of the applicable Board and by one Council member designated by the Council. Councilor interviewing assignments are rotated so that no one Councilor would be involved in successive interviews for the same Board.  
In event neither the Board Chairperson nor designated permanent member is available, the sitting Council may determine an alternate interview protocol.
  - 2. Interviews are considered private.
  - 3. Only one interview is conducted with each applicant for each position.
  - 4. Both interviewers must agree to the acceptability of the candidate in order for that candidate's name to be considered by the full Council.
  - 5. Applicants not recommended to the Council may opt to remain on the list(s) if they so desire.
- G. The following criteria are used in evaluating candidates:
  - 1. Education
  - 2. Training and experience
  - 3. Related experiences
  - 4. Any potential for conflict of interest

5. Preference or priority will be given to applicants who are not currently serving on any other Board (i.e., if there is more than one applicant and applicants are equally qualified, preference will be given to the person not currently serving on another Board.)
6. For reappointments or changes from Alternate to Full Member, attendance (rated as 'Excellent', 'Good', or 'Poor' is to be provided by the Chairperson of the Board on the interview form.

#### **4.2.4 Planning Board or Board of Appeals Interviews and Appointments.**

- A. Applicants will be interviewed for the Planning Board or Board of Appeals with at least a quorum present at a regular or special Council meeting. If there are multiple applicants for a Board, they will be interviewed by Council as a group including applicant(s) already interviewed.
- B. After the interviews are completed, Council, in open session, and by the following meeting, shall nominate, with a second, discussion and vote on the candidate(s) for the open vacancy.
- C. A tie vote on an appointment shall be voted on by Council twice. Following the second tie vote the Council Chairperson shall determine the winner by lot by a coin toss.
- D. Interviewed applicants not appointed may remain in the pool if they so desire.

#### **4.2.5 Appointment Exceptions.**

- A. Building Committee – when Council-appointed membership is involved, appointment procedure is determined by the sitting Council.

**Title 3 REVENUE and FINANCE****3.2.10 Disposal of Property.**

A. All municipally owned property, real or personal, must be disposed of either by:

1. Trade-in on purchase of new equipment. Any item that is offered as a trade-in must also be offered for sale by competitive bid. The higher amount of the two (trade-in allowance or bid) must be accepted;
2. Sealed bids;
3. Auction.
4. Unless otherwise requested by the Town Manager and so directed by the council, monies received pursuant to 2 and 3, above, must be credited to the vehicle or equipment reserve fund revenue account designated as the current vehicle or equipment fund used by the department for which it was purchased.

B. This chapter does not apply to disposal of:

1. Items commonly termed refuse, waste or trash;
2. Recycled material emanating from the solid waste facility;
3. Compost or sludge materials developed by treatment of sewage;
4. Interdepartmental transfers approved by the Town Manager;
5. Property whose estimated value is less than one hundred dollars (\$100.00).

C. The above procedure must be followed at all times unless prior approval is obtained from the Town Council.





# TOWN OF KITTERY, MAINE

## TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904  
Telephone: (207) 475-1328 Fax: (207) 439-6806

RECEIVED  
DEC 23 2013  
BY: NCP 630 pm

### APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: Robert D. Harris Sr

RESIDENCE: 40 Cutts Rd Kittery ME

MAILING (if different) \_\_\_\_\_

E-MAIL ADDRESS: RDH@H&H PHONE #: (Home) 207 439 5614 (Work) \_\_\_\_\_  
My Fair Point, ME

**Please check your choices and list in order of priority by marking 1,2,3, etc.:**

- |   |  |
|---|--|
| <input type="checkbox"/> Board of Appeals                       | <input type="checkbox"/> Board of Assessment Review              |
| <input type="checkbox"/> Conservation Commission                | <input type="checkbox"/> Mary Safford Wildes Trust               |
| <input type="checkbox"/> Cable Television Rate Regulation Board | <input type="checkbox"/> Shellfish Conservation Committee        |
| <input type="checkbox"/> Recycling Scholarship Selection Comm.  | <input type="checkbox"/> Community Center Bldg. Comm./Rec. Comm. |
| <input type="checkbox"/> Parks Commission                       | <input type="checkbox"/> Open Space Committee                    |
| <input type="checkbox"/> Port Authority                         | <input type="checkbox"/> Planning Board                          |
| <input checked="" type="checkbox"/> Personnel Board             | <input type="checkbox"/> Other _____                             |

EDUCATION/TRAINING: High School & College Business Psychology

RELATED EXPERIENCE (Including other Boards and Commissions) Past member  
of Personnel Board have been my own business

PRESENT EMPLOYMENT: Retired

ARE YOU A REGISTERED VOTER OF THE TOWN OF KITTERY ☒ Yes ☐ No

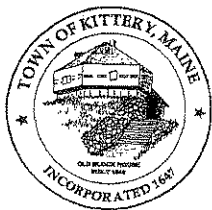
ANY KNOWN CONFLICT OF INTEREST: NO

REASON FOR APPLICATION TO THIS BOARD: To serve the town

I HAVE \_\_\_/HAVE NOT \_\_\_ ATTENDED AT LEAST TWO MEETINGS OF THE BOARD FOR WHICH APPLICATION IS BEING MADE. I AGREE TO ATTEND ALL MEETINGS, EXCEPT FOR SICKNESS OR EMERGENCY, AND WILL ADVISE THE CHAIRPERSON WHEN I AM UNABLE TO ATTEND, IF APPOINTED.

Robert D Harris  
SIGNATURE OF APPLICANT

12/23/2013  
DATE



# TOWN OF KITTERY, MAINE

## TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

RECEIVED  
OCT 08 2014  
BY: J. 25 PM BDB

### APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: Robert D Harris Sr

RESIDENCE: 40 Cuths

MAILING (if different) 40 Cuths RD

E-MAIL ADDRESS: RDHARRIS@COMCAST.NET PHONE #: (Home) 439 5614 (Work) \_\_\_\_\_

#### Please check your choices and list in order of priority by marking 1,2,3, etc.:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Board of Appeals               | <input type="checkbox"/> Board of Assessment Review       |
| <input type="checkbox"/> Conservation Commission                   | <input type="checkbox"/> Mary Safford Wildes Trust        |
| <input type="checkbox"/> Comprehensive Plan Update Committee       | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Recycling Scholarship Selection Committee | <input type="checkbox"/> Economic Development Committee   |
| <input type="checkbox"/> Parks Commission                          | <input type="checkbox"/> Open Space Committee             |
| <input type="checkbox"/> Port Authority                            | <input checked="" type="checkbox"/> Planning Board        |
| <input type="checkbox"/> Personnel Board                           | <input type="checkbox"/> Other _____                      |

EDUCATION/TRAINING: \_\_\_\_\_

RELATED EXPERIENCE (Including other Boards and Commissions) \_\_\_\_\_

Past member Personnel Board

PRESENT EMPLOYMENT: Retired

ARE YOU A REGISTERED VOTER OF THE TOWN OF KITTERY ☒ Yes ☐ No

ANY KNOWN CONFLICT OF INTEREST: NO

REASON FOR APPLICATION TO THIS BOARD: To Serve

I HAVE \_\_\_/HAVE NOT \_\_\_ ATTENDED AT LEAST TWO MEETINGS OF THE BOARD FOR WHICH APPLICATION IS BEING MADE. I AGREE TO ATTEND ALL MEETINGS, EXCEPT FOR SICKNESS OR EMERGENCY, AND WILL ADVISE THE CHAIRPERSON WHEN I AM UNABLE TO ATTEND, IF APPOINTED.

Robert D Harris Sr  
SIGNATURE OF APPLICANT

10/03/2014  
DATE



OFFICE OF THE TOWN CLERK  
**TOWN OF KITTERY, MAINE**

200 Rogers Road, Kittery, ME 03904  
Telephone: (207) 439-0452 Fax: (207) 439-6806  
website: [www.kittery.org](http://www.kittery.org)

RECEIVED  
SEP 29 2014  
BY: 9:41 AM

**APPLICATION FOR APPOINTMENT TO TOWN BOARDS**

NAME: JOHN J. DELIO  
RESIDENCE: 43 CUTTS ROAD  
KITTERY, MAINE  
MAILING (if different) \_\_\_\_\_  
E-MAIL ADDRESS: JDL067@COMCAST.NET PHONE #: (Home) 439-5354 (Work) \_\_\_\_\_

**Please circle your choices and list in order of priority by marking 1,2,3, etc.:**

Board of Appeals	Board of Assessment Review
Conservation Commission	Mary Safford Wildes Trust
Economic Development Comm.	Shellfish Conservation Committee
Recycling Scholarship Selection Comm.	Community Center Bldg. Comm./Rec. Comm.
Parks Commission	Open Space Committee
Port Authority	Planning Board
<input checked="" type="checkbox"/> Personnel Board	Other _____

EDUCATION/TRAINING: HIGH SCHOOL DIPLOMA, APPRENTICESHIP @ SHIPYARD

RELATED EXPERIENCE (Including other Boards and Commissions) (11 YRS.) SUPERVISOR AND  
(5 YRS.) SHOP MANAGER @ PORTSMOUTH NAVAL SHIPYARD

PRESENT EMPLOYMENT: RETIRED

ARE YOU A REGISTERED VOTER OF THE TOWN OF KITTERY?: ☒ Yes ☐ No

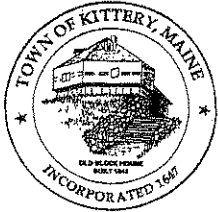
ANY KNOWN CONFLICT OF INTEREST: NONE

REASON FOR APPLICATION TO THIS BOARD: WOULD LIKE TO BE INVOLVED WITH THE TOWN.

I HAVE \_\_\_/HAVE NOT ☒ ATTENDED AT LEAST TWO MEETINGS OF THE BOARD FOR WHICH APPLICATION IS BEING MADE. I AGREE TO ATTEND ALL MEETINGS, EXCEPT FOR SICKNESS OR EMERGENCY, AND WILL ADVISE THE CHAIRPERSON WHEN I AM UNABLE TO ATTEND, IF APPOINTED.

John J. Delio  
SIGNATURE OF APPLICANT

9/29/14  
DATE



OFFICE OF THE TOWN CLERK  
**TOWN OF KITTERY, MAINE**

200 Rogers Road, Kittery, ME 03904  
Telephone: (207) 439-0452 Fax: (207) 439-6806  
website: [www.kittery.org](http://www.kittery.org)

RECEIVED  
OCT 07 2014

BY: 1:35pm

**APPLICATION FOR APPOINTMENT TO TOWN BOARDS**

NAME: PAUL E. LUCY  
RESIDENCE: 2 Wheelhouse Way, Kittery Pt., ME 03905  
MAILING (if different) —  
E-MAIL ADDRESS: P. Lucy 616@gmail.com PHONE #: (Home) 207 439 1116 (Work) —

**Please circle your choices and list in order of priority by marking 1, 2, 3, etc.:**

- |  |  |
|--|--|
| <input type="checkbox"/> Board of Appeals                      | <input type="checkbox"/> Board of Assessment Review              |
| <input type="checkbox"/> Conservation Commission               | <input type="checkbox"/> Mary Safford Wildes Trust               |
| <input checked="" type="checkbox"/> Economic Development Comm. | <input type="checkbox"/> Shellfish Conservation Committee        |
| <input type="checkbox"/> Recycling Scholarship Selection Comm. | <input type="checkbox"/> Community Center Bldg. Comm./Rec. Comm. |
| <input type="checkbox"/> Parks Commission                      | <input type="checkbox"/> Open Space Committee                    |
| <input type="checkbox"/> Port Authority                        | <input checked="" type="checkbox"/> Planning Board               |
| <input checked="" type="checkbox"/> Personnel Board            | <input type="checkbox"/> Other <u>—</u>                          |

EDUCATION/TRAINING: See Attached

RELATED EXPERIENCE (Including other Boards and Commissions) NONE

PRESENT EMPLOYMENT: Recently Retired - See Attached

ARE YOU A REGISTERED VOTER OF THE TOWN OF KITTERY?: ☒ Yes ☐ No

ANY KNOWN CONFLICT OF INTEREST: NO

REASON FOR APPLICATION TO THIS BOARD: Just now have the time to devote to town affairs.

I HAVE —/HAVE NOT ☒ ATTENDED AT LEAST TWO MEETINGS OF THE BOARD FOR WHICH APPLICATION IS BEING MADE. I AGREE TO ATTEND ALL MEETINGS, EXCEPT FOR SICKNESS OR EMERGENCY, AND WILL ADVISE THE CHAIRPERSON WHEN I AM UNABLE TO ATTEND, IF APPOINTED.

Paul E. Lucy  
SIGNATURE OF APPLICANT

10-7-14  
DATE

## Paul E. Lucy

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Paul Lucy is the former owner and general manager of Southport Printing Company (formally Sir Speedy Printing), a business he established in 1993 in Portsmouth, NH. He sold the business to his manager in April, 2014.

Before becoming an independent business owner, he had a broad background in general management and senior level marketing, financial, and administrative positions.

In the 1980's and early 90's, he was a senior business executive with the New York office of Leber Katz Partners and its successor company, Foote, Cone & Belding, one of North America's largest advertising/marketing communications companies. As EVP, Chief Administrative Officer, he had executive responsibility for finance, human resources, information systems, legal affairs, and real estate. During 1991 he was CEO of Albert Frank-Guenther Law, FCB's Wall Street financial services advertising/public relations agency, preparing that entity for a profitable divestiture, which took place in early 1992.

During a ten-year period at PepsiCo, Inc., Mr. Lucy served with the PepsiCo Foods International Division, for three years as President, Frito Lay of Canada and two years as President, Frito Lay of Puerto Rico. Other PepsiCo positions included international general management and domestic senior marketing and sales management positions with the company's North American Van Lines household goods and commercial trucking divisions.

Earlier he moved through the ranks of General Foods Corporation: beginning as a Senior Brand/Financial Analyst and then Brand Manager for both new products development and established brands; and ultimately Marketing Manager for GF's fast food restaurant company.

His business career began with three years at the Boston office of Price Waterhouse & Co., where he supervised audits in a wide variety of industries and performed special assignments for the firm's management advisory services group.

He is an honors graduate of the School Management at Boston College and holds an MBA in finance from Columbia University. He served in the U.S. Marine Corps for three years as an infantry platoon leader and regimental intelligence and operations officer.

As a business owner, Mr. Lucy's community involvement included memberships in five seacoast area Chambers of Commerce. He is an active member of the Portsmouth Rotary Club with past service on both its donations and scholarship committees.

He and his wife Marion reside in Kittery Point, Maine. They are parents of three grown children all of whom are following diverse business and professional careers.

**COUNCIL CHAIRPERSON / VICE CHAIR – 1<sup>ST</sup> ORDER OF BUSINESS AFTER SWEARING IN.**

Jeffrey Thomson, Chair  
Russell White, Vice Chair

**CIP COMMITTEE**

Denault, Charles

**COMPREHENSIVE PLAN UPDATE COMMITTEE**

White, Russell

**ECONOMIC DEVELOPMENT COMMITTEE**

Denault, Charles  
Thomson, Jeffrey  
Vacant

**ELIOT SEWER COMMITTEE**

Beers, Gary (citizen liason)

**KITTERY COMMUNITY CENTER BORD OF DIRECTORS**

Thomson, Jeffrey (until 3/26/15)

**MARY SAFFORD WILDES TRUST**

Thomson, Jeffrey, Chair

**OPEN SPACE ADVISORY COMMITTEE**

White, Russell

**ORDINANCE REVIEW COMMITTEE**

Vacant

**RECYCLING SCHOLARSHIP SELECTION COMMITTEE**

Denault, Charles

**SAFFORD SCHOOL PRESERVATION COMMITTEE**

Spiller, Judy

**SHARED SERVICES COMMITTEE**

Denault, Charles  
Spiller, Judy

**THRESHER MEMORIAL PROJECT GROUP LIASON**

Beers, Gary (citizen liaison)

**WARRANT REVIEW - MUNICIPAL EXPENSE**

Dennett, Frank  
Brake, Jeffery  
Pelletier, Jeffrey

**WARRANT REVIEW – MUNICIPAL EMPLOYEE WAGES & BENEFITS**

Brake, Jeffery  
Thomson, Jeffrey  
White, Russell

**WARRANT REVIEW – SCHOOL EXPENSE**

Thomson, Jeffrey  
Brake, Jeffery  
Spiller, Judy

**WARRANT REVIEW – SCHOOL EMPLOYEE WAGES & BENEFITS**

Kenneth Lemont  
Patti Ayer  
Kimberly Bedard

**WOOD ISLAND PRESERVATION COMMITTEE**

Spiller, Judy  
Pelletier, Jeffrey



# TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

RECEIVED

AUG - 6 2008

TOWN OF KITTERY

10:30 AM

## APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: Daniel R. Ford  
RESIDENCE: 19 Bond Road, Kittery Point ME 03905  
MAILING (if different) \_\_\_\_\_  
E-MAIL ADDRESS: daniel\_ford@post-harvard.edu PHONE #: (Home) 438 9633 (Work) \_\_\_\_\_

### Please check your choices and list in order of priority by marking 1,2,3, etc.:

- |   |  |
|---|--|
| <input type="checkbox"/> Zoning Board of Appeals                | <input type="checkbox"/> Board of Assessment Review              |
| <input type="checkbox"/> Conservation Commission                | <input type="checkbox"/> Mary Safford Wildes Trust               |
| <input type="checkbox"/> Cable Television Rate Regulation Board | <input type="checkbox"/> Shellfish Conservation Committee        |
| <input type="checkbox"/> Recycling Scholarship Selection Comm.  | <input type="checkbox"/> Community Center Bldg. Comm./Rec. Comm. |
| <input type="checkbox"/> Parks Commission                       | <input type="checkbox"/> Open Space Committee                    |
| <input checked="" type="checkbox"/> Port Authority              | <input type="checkbox"/> Planning Board                          |
| <input type="checkbox"/> Personnel Board                        | <input type="checkbox"/> Other _____                             |

EDUCATION/TRAINING: Harvard, ALB 98'

RELATED EXPERIENCE (Including other Boards and Commissions) \_\_\_\_\_

Secretary Harvard Outing Club, Boating

PRESENT EMPLOYMENT: Fidelity Investments

ARE YOU A REGISTERED VOTER OF THE TOWN OF KITTERY ☒ Yes ☐ No

ANY KNOWN CONFLICT OF INTEREST: NO

REASON FOR APPLICATION TO THIS BOARD: Preserving Kittery Waterfront's Character

I HAVE ☒ / HAVE NOT ☐ ATTENDED AT LEAST TWO MEETINGS OF THE BOARD FOR WHICH APPLICATION IS BEING MADE. I AGREE TO ATTEND ALL MEETINGS, EXCEPT FOR SICKNESS OR EMERGENCY, AND WILL ADVISE THE CHAIRPERSON WHEN I AM UNABLE TO ATTEND, IF APPOINTED.

  
SIGNATURE OF APPLICANT

8/6/2008  
DATE





# TOWN OF KITTERY, MAINE

## TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

### PLEASE CHECK THE APPROPRIATE SQUARE:



#### APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS



#### APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER

NAME: Chris Perkins

RESIDENCE: 28 Leach Rd Kittery 03904

MAILING (if different): \_\_\_\_\_

E-MAIL ADDRESS: Chris.m.perkins@gmail.com

PHONE #: (Home): 439-8244 (Work) 603-431-3937

PRESENT POSITION: CIP member

### PLEASE CHECK APPROPRIATE SQUARE:

☐ Board of Appeals

☐ Conservation Commission

☐ Comprehensive Plan Update Committee

☐ Recycling Scholarship Selection Committee

☐ Parks Commission

☐ Port Authority

☐ Personnel Board

☐ Board of Assessment Review

☐ Mary Safford Wildes Trust

☐ Shellfish Conservation Committee

☐ Economic Development Committee

☐ Open Space Committee

☐ Planning Board

☒ Other: Cap. Impr. Comm.

COMMENTS:

Chris Perkins  
SIGNATURE OF APPLICANT

10/16/14  
DATE